

BVHA MINUTES 06.16.2020 VIA ZOOM
Meeting started approximately 3:15pm

ROLL CALL: Marina Watts; Carol Solon; Christine Kelsey; Kirby Harris; Bob Erbe; RitaAnne Tripp; Patrick Messinger. NOT PRESENT: Barbara Adamski

MINUTES: Unable to approve at this time.

TREASURER'S REPORT: RitaAnne read her report. Bob motioned to approve the attorney's bill and the bookkeeper's bill and Carol seconded the motion.

BOOKKEEPER: Both Christine and Bob mentioned people they know who might qualify for and be interested in this position. Discussion included the hiring of a property management company, whether the bookkeeper should be bonded, whether we could use QuickBooks (Bob knew someone who would be willing to set up QuickBooks but who did not want to be the bookkeeper) and getting a copy of the bookkeeper contract from RitaAnne. Marina asked for someone to step up and be Treasurer. Christine asked to have a follow-up meeting next week to make a decision about the bookkeeper position.

LEVEE: Kirby discussed the need again for a battery-operated hedge trimmer. Bob made a motion to approve the purchase and Carol seconded the motion. COW has been picking up trash every week but, sometimes, only every other week. Residents Donny and Lisa continue to help maintain the levee on a regular basis, along with Kirby.

WEBSITE: Discussed including election information in the assessment package. Bob offered to work with Barbara and Christine regarding where to put this information on the website. Christine suggested putting it under Rules & Regulations.

NEWSLETTER: Discussed the need for an Editor by October, so this topic will be revisited.

EMAIL & PHONE REPORT: Bob recommended that all email be sent under the Bay Village email address, i.e., all mail in and out. Carol motioned to approve this and Christine seconded it.

MISCELLANEOUS: Lengthy discussion of ideas regarding hiring a property management company, looking for a Treasurer and Bookkeeper, mail pick-up and bank deposits. Bob and Carol offered to pick up mail and deposit checks, but Marina preferred that one person do it (according to RitaAnne, there are eight steps involved in doing this Treasurer/Bookkeeper position. Bob also knows someone who might be interested in the job. Questions were raised whether Bookkeeper needs to be bonded and whether we can use QuickBooks (Bob also knows someone who would be willing to set up QuickBooks for us. Marina asked for someone to step up and be Treasurer. Christine asked that we have an additional meeting the

following week to resolve the Treasurer/Bookkeeper issues. Marina asked RitaAnne to provide a copy of the Bookkeeper's contract. Patrick cautioned about using the proprietary software with a property management company.

NEWSLETTER: We need to find a new Editor by October, so this is something that will be revisited.

ASSESSMENT MAILING: Christine will be handling the Spanish translations of the Age Verification Form and the Assessment Letter. A copy of the year-end budget is needed from RitaAnne for inclusion in the packet. Kirby will be sending a flyer regarding the levee.

PHONE REPORT/EMAIL: Bob recommended that all official ingoing and outgoing BV documents be sent under the Bay Village address to have consistency. Carol made a motion to approve this idea, and both Christine and Kirby seconded it. There were no phone issues.

ARCHITECTURAL & COMPLAINT COMMITTEE: There was an issue regarding a family, both parents over 65, and their 25-year-old disabled son. Christine recommended that they get a doctor's letter to keep on file in case of any complaints, and they did.

The issue of high weeds in the yard of a deceased homeowner was discussed, as well as keeping trash bins out of sight. Carol brought up the problem she has with keeping her trash bins out of sight, and Patrick recommended putting up a lattice. There was a further item regarding young children on the premises of one house, but they were not yet in violation. Finally, a request had been made regarding painting a house a certain color.

MEETING ADJOURNED AT 4:57pm.